

# **ADMINISTRATIVE SPECIALIST III**

## **NATURE OF WORK**

Administrative Specialist III is the advanced level of administrative work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies. Employees are assigned administrative responsibilities involving the development of solutions and alternatives to administrative problems and the resolution of administrative issues. Employees in this class do not supervise.

Employees in this classification receive general supervision from a higher-level administrator.

Administrative Specialist III is differentiated from the lower levels in the Administrative Specialist series in terms of the amount of responsibility given to workers, the technical complexity of the work, and the degree of independence allowed by the supervisor. The specific distinctions from the lower-level Administrative Specialist series and the higher-level Administrative Officer series are determined on the basis of relative job evaluations among similarly functioning positions. The job evaluation factors include: qualifications; nature and purpose of personal contacts; nature of recommendations, commitments, decisions, and conclusions; creative thought; responsibility for planning; responsibility for administration; and nature of supervision received.

## **EXAMPLES OF WORK**

Analyzes and interprets data, information and situations, and makes recommendations when data does not conform to established standards, policies or laws;

Assists in the administration of an assigned program, the supervision of an operational unit within an agency and in the preparation of final reports and suggested recommendations for the improvement of the agency or its programs;

Consults with program heads and administrative officials regarding policies, trends, and interpretation of data and program needs;

Researches and compiles data, as directed;

Prepares statistical tables, charts and reports, work-flow charts, staffing patterns, and organizational charts;

Assists in the planning and implementation of new or revised programs, procedures, practices, and organizations;

May provide assistance to a higher-level administrator in the formulation and preparation of an agency's budget, or portions thereof;

May be responsible for a program;

May supervise assigned technical and clerical personnel;

Performs other related duties.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of English usage;

Knowledge of reference and research methods, and techniques used in collecting, compiling, and organizing data and information;

Knowledge of the nature and function of organizations, organization charts, staffing patterns and work-flow diagrams;

Knowledge of basic statistical procedures and techniques;

Ability to conduct studies and analyses of agency programs, procedures, and organizations;

Ability to prepare and present reports and sound recommendations for improvements;

Ability to establish and maintain effective working relationships with co-workers and the general public;

Ability to collect, compile, code, edit, classify and tabulate statistical and qualitative data;

Ability to apply elementary statistical techniques such as frequency distribution and calculation of medians and means;

Ability to ascertain information by personal contact;

Ability to prepare and present ideas and information clearly and concisely;

Ability to prepare organizational charts, staffing patterns, and work-flow charts.

### **MINIMUM QUALIFICATIONS**

Education: Completion of 60 credit hours at an accredited college or university.

Experience: Two years of experience in administrative or professional work.

Notes:

1. Candidates may substitute experience as defined above at the rate of one year experience for 30 credit hours of education for up to 60 credit hours of the required education.

2. Candidates may substitute a bachelor's degree from an accredited college or university for the required education and experience.